Elections & Boundaries Commission
Partners in Democracy

MEMORANDUM

EB: 5/2/4

FROM: Chief Election Officer
Elections and Boundaries Commission

TO: Clerk of the House
Parliament

DATE: November 13, 2017

SUBJECT:

Fourth Report of the Public Administration and Appropriations Committee on Examination of the System of Internal Audit within the Public Service

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Reference is made to the subject at caption and to your correspondence dated 10th October, 2017.

Please be informed that a request was made to the Director of Personnel Administration to fill the vacancies of Auditor I (Range 35F) and Auditing Assistant (Range 30C) in the Internal Audit Unit of the Department of the Elections and Boundaries Commission.

By memorandum P: 9/66/5 Vol. VII Temp. 3 dated May 23, 2017, the Public Service Commission appointed the undermentioned officers to act as follows:

- Auditor I (Range 35F), Ms Debbie Bissoon from the date of assumption to July 31, 2017. However, this officer did not assume duty. The Public Service Commission has not yet identified another suitable officer to fill this vacancy.

- Auditing Assistant (Range 30C), Mr Saffraz Karim from the date assumption to July 31, 2017. Mr Karim assumed duty with effect from June 5, 2017.

Internal Acting Arrangements

- For the position of Clerk II (Range 20C), letters of interest were sent to all eligible officers for acting, within the Department.

Additionally, a copy of the fiscal year 2016/fiscal year 2016/2017 Internal Audit Work Programme is attached for your information and perusal.

Chief Election Officer

CC: EB: 5/2/2

Republic of Trinidad and Tobago

Elections & Boundaries Commission
Partners in Democracy

MEMORANDUM

EB: 5/2/2

TO: Chief Election Officer
Elections and Boundaries Commission

FROM: Auditor I (Ag.)

DATE: October 16, 2017

SUBJECT:

The Audit Work Programme listed hereunder covers the scope of work to be Audited in the Fiscal Year 2016/2017

Expenditure:

a. Vouchers
b. Schedules of Accounts
c. Release of Funds/Applications for Credits
d. Virements/Transfer of Releases
e. Cheque Lists/Cheque Register
f. Expenditure Notifications/Daily Abstract
g. Vote Books
h. Pay Record Cards
i. Work sheets: Increments and Overpayment

Adjustments:

a. Inter-Department Adjustments
b. Overseas Mission
c. Notifications for Credit
d. Fleet Card Transactions

Pension and Leave:

a. Audit of completed Pension and Leave records on hand

Subsidiary Records:

a. Overpayment Ledger
b. Travelling Diaries/Register
c. Telephone, Electricity, Film and Rent Register
d. Advances Ledger
e. Revenue Register
f. Deposit Accounts Register
g. Inventory Count

These documents are being audited so as to ensure compliance to Financial Instructions 1965 the Exchequer and Audit Act 69:01 and any other Financial Circulars which may be applicable.

Submitted for your attention and further action please.

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Saffraz Karim
Auditor I (Ag.)